

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) ESTABLISH INSOURCING					3. Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location ARLINGTON, VA		5. Duty Station PENTAGON, ARL VA		1. Agency Position No. C2072		
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt					8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		6. OPM Certification No.		13. Competitive Level Code 6000		
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)					11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input checked="" type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		14. Agency Use				
15. Classified/Graded by		Official Title of Position			Pay Plan		Occupational Code		Grade		Initials Date		
a. Office of Personnel Management		ADMINISTRATIVE ASSISTANT OFFICER			GS		0341		12				
b. Department, Agency or Establishment													
c. Second Level Review													
d. First Level Review													
e. Recommended by Supervisor or Initiating Office		ADMINISTRATIVE ASSISTANT			GS		0341		12		(b)(6)		
16. Organizational Title of Position (if different from official title) N9 B Executive Assistant					17. Name of Employee (if vacant, specify)								
18. Department, Agency, or Establishment DEPARTMENT OF THE NAVY					c. Third Subdivision								
a. First Subdivision OFFICE OF THE CHIEF OF NAVAL OPERATIONS					d. Fourth Subdivision								
b. Second Subdivision DCNO, Warfare Systems (N9)					e. Fifth Subdivision								
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.					Signature of Employee (optional)								
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that					this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.								
a. Typed Name and Title of Immediate Supervisor Michael J. Connor, RADM, N9B					b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)								
(b)(6)					Date 15/21/12								
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					22. Position Classification Standards Used in Classifying/Grading Position Administrative Officer Ser; GS-0341, TS-72, 2-68: Admin Analysis Gr Eval Guide TS-98, 8-90;								
(b)(6)					Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.								
Signature (b)(6)					Date 7/31/12								
23.		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)													
b. Supervisor													
c. Classifier													
24. Remarks FPL-12; EXEMPT;													
25. Description of Major Duties and Responsibilities (See Attached)													

Department of the Navy
Office of the Chief of Naval Operations
Deputy Chief of Naval Operations, Warfare Systems (N9)

Official Title: Administrative Officer, GS-0341-12

Organizational Title: N9B Executive Assistant

Introduction

This position is located in the Office of the Deputy, Chief of Naval Operations, Warfare Systems (OPNAV N9). OPNAV N9's mission is to determine shipboard and related support requirements and major characteristics of programs across the battlefield spectrum; to direct responsibilities with respect to readiness, training and preparation for war; to exercise centralized direction of all force planning and programming, ensuring integrated and effective Navy strategic concepts and force levels.

The incumbent serves as Administrative Officer responsible for providing administrative management services essential to the direction and operation of the executive staff for operations, including all policy matters involving administrative support, manpower, training, and personnel activities. The incumbent provides management support to the executives for an organization of approximately 260 employees in 7 subordinate divisions. Assists in the origination, development, formulation and execution of policies as they pertain to the administrative functions, and day-to-day operations. Provides key direction in vital management analysis. Plans, manages, and executes the full range of delegated responsibilities on own initiative following established procedures, regulations and policies. The paramount qualifications required are extensive knowledge and understanding of management principles, practices, methods and techniques, and skill in integrating management services with the general management of N9. Work requires a thorough knowledge of procedures, regulations, and policies pertaining to the mission, as well as familiarity with analytical studies methodology, government budgeting procedures, procurement, and training coordination, and human resources management.

Major Duties

The incumbent is responsible for a wide range of administrative functions in support of the Deputy Director, Warfare Systems, Chief of Naval Operations, (OPNAV N9B).

1. Function as N9B office manager to formulate, recommend, and implement administrative support processes to maximize the efficiency of operations to support senior executive service (SES), flag officers, senior military officers, and high-graded civilians within OPNAV N9. Establishes administrative goals for subordinate supervisors that will accomplish management's objectives. Provides leadership in the flow of technical staff papers, financial reports, analyses, and recommendations. Teams with the executive staff on all crucial administrative matters.
2. Plans, organizes, and/or coordinates efforts to evaluate plans and proposals of projects involving broad areas of work processes, operational practices, and integration between functional areas, including but not limited to issues involving budget, shipbuilding, and congressional topics.
Assists in organizational management, task management, resource management, representational, and/or coordinated action for the organization. The incumbent works with senior management officials to predict, prevent, and resolve issues and/or develop recommendations in which the incumbent's judgment and recommendations have a significant impact on organizational efficiency.
Identifies and highlights issues. Gathers information, identifies and analyzes complex issues, and develops recommendations to resolve problems of effectiveness and efficiency of work operations in a program or support setting. Provides background information, materials, and recommendations as needed for comparative analysis and decision making on diverse issues affecting the organization's operations. Coordinates resolution of issues to the extent possible and determine what issues must be addressed by senior management officials in the organization. Alerts subordinate offices and external offices to essential information and scheduling. Establishes policies, regulations, procedures, etc., to accomplish organizational objectives. Ensures availability of equipment and other resources to accomplish work.

3. Program Analysis

Develops the organizations' internal operating budget and exercises discretionary authority to allocate and distribute funds within the organizational budget, including supplies and travel. Maintain database, track, and report status of the organization's manpower budget to ensure adequate funding exists for conversion of contract billets to CIVPERs billets. Develops and maintains internal management controls to guard against fraud, waste, abuse of resources, and any associated cost reductions.

4. Maintains strategic alliances and relationships with various organizations, primarily other OPNAV N9 Divisions, but also interacting with other OPNAV Directorates, SECNAV, Joint Staff, SYSCOMs, and others as necessary. These relationships will facilitate execution of N9IB mission including protocol issues, inter-office communications, and various tasking with equities across organizations.

5. Records Management: Perform independent research and provide recommendations on content and layout of briefing material, memos, white papers, and analyses for organizational decision making. Enhance management's effectiveness by expediting correspondence and improving communications. Provides advice to all system users for records, files, and correspondence to include executive briefs/reports for effective distribution. Prepare and maintain executive-level briefings at various classification levels. Prepare written text and graphics and coordinate with internal and external organizations. Design, establish, and review system for control of various kinds of documents (i.e., classified, unclassified, FOIA, Privacy Act, congressional correspondence, GAO reports, etc.) Responsible for the N9B document suspense/tracking systems.

- Provide applicable executive summaries, interpretation of policy implications, or cogent recommendations pertaining to content. Coordinate appropriate replies and ensure positive communications are maintained between elements. Staff and track internal and external correspondence with designated functional and support areas of the command.
- Implement and ensure compliance with Navy regulations, publications issuance, and guidelines covering numbering, distribution, format, and review/expiration, etc.
- Analyze and implement policies, systems, and procedures for document imaging systems, or information reports requirements management, and information media (paper, microform, magnetic, electronic, optical, etc.).
- Coordinate the review of records to determine whether to release/withhold under Freedom of Information or Privacy Act.
- Analyze, project, and track costs for official mail. Establish and coordinate Navy postal/mail programs, policies, priorities, and procedures.
- Attend and organize meetings, conferences, and seminars to collate tasking(s) and questions.
- TASKERS Management: Manage administrative online and system tools to coordinate briefings, conferences and other meetings. Plan and manage various software to coordinate tasking(s), monitor responses, facilitate services, and communicate information. Review staff actions to assure all required information is available, appropriate views of others have been captured in the coordination process, and to recommend delegation needed to keep actions from being backlogged.
- Responsible for software applications include those used for pay; time & attendance; editorial/publication tasks; file creation, maintenance, and retrieval; calendar and tracker/suspense systems; and use of other specialized on-line tools.

6. Administration of Security Issues: Ensures compliance and maintains administrative oversight for DoD policies and procedures, including security directives in support of established requirements for personnel, physical (equipment & office space), and information security (handling classified material). Monitors the office's established security program operations with the ultimate goal to assist in safeguarding information and material whether it is in the direct naval custody or with associated contractors doing business with subject organizations.

7. Administers N9 Human Resources (HR) transactions to implement personnel management responsibilities. Responsibilities include monitoring and facilitating HR processes and maintaining related paperwork for specific HR tasks, assuring appropriate needs are met for all HR programs and EEO. Responsibilities include elements of the following specialties:

- a. Entering and extracting data from HR information systems
- b. Supporting civilian HR programs and functions
- c. Supporting position classification programs and functions
- d. Supporting selection, placement, job analysis, and workforce planning and analysis
- e. Supporting employee guidance and consultation regarding retirement, insurance, health benefits, etc.
- f. Supporting HR development programs and functions to include upward mobility events
- g. Support of performance management programs and/or employee awards programs
- h. Support of employee relations programs in matters related to conduct, performance, attendance, and dispute resolution.

8. Miscellaneous Administrative Support: Identifies means to streamline planning and organization of resources to facilitate the completion of projects in the most efficient manner:

- a. Scheduler: Manage, coordinate, and facilitate Senior Executive schedules and calendars.
- b. Travel Coordinator: Synchronize high level emergent travel, domestic & international.
- c. Information Management: Facilitate the flow of incoming information to top management. Analyze materials, including letters and briefing papers to ensure clear expression, intent and consistency. Review and control senior management official's e-mails, files and highlight items of significance for rapid review. Make independent judgments on relevancy of content and purge read files as required. Identify and flag time-sensitive material.
- d. Responsible for managing timekeeping, mustering systems, tracking leave requests and overtime usage.
- e. Responsible to administer the Federal safety program.

Performs other duties as assigned.

CONDITIONS OF EMPLOYMENT:

The employee must possess a Top Secret Clearance.

The employee may be required to work overtime.

This is a Testing Designated Position. The employee is subject to random drug testing.

FES CLASSIFICATION FACTORS

Factor 1. Knowledge Required by the Position FL 1-7 1250 Points

Comprehensive knowledge of pertinent laws, regulations, policies, and precedents applicable to administration and management within the area of responsibility. Knowledge of program and project management theory, principles, and techniques in performing functions of the division.

Skill in interpersonal relationships and in applying fact-finding and investigative techniques to gather required information and ability to convince Division and Branch Chiefs and other officials of the validity of suggested improvements.

Knowledge of activities, function, missions for Department of the Navy, OPNAV, SECNAV, subordinate commands to complete administrative tasks that facilitate the major issues, program goals, objectives, work processes, and administrative operations of the organization.

Knowledge of government human resources, budgeting, procurement, financial, resource management and funding procedures.

Skill in adapting analytical techniques and evaluation criteria to the measurement and improvement of program effectiveness and/or organizational productivity.

Skill in developing new or modified work methods, organizational structures, management processes, and/or program administration procedures.

Knowledge of Warfare Integration and naval shipbuilding to develop information and analysis to select, write, present information on the specialized subject in a form and at a level suitable for the intended audience. Knowledge of grammar, writing/editing practices and of readily available sources of information on the appropriate subjects including library resources, requirement officers, and subject-matter experts.

Factor 2. Supervisory Controls

FL 2-4 450 Points

The employee and supervisor develop a mutually acceptable project plan, which includes identification of the work to be done, the scope of the project, and deadlines for its completion. Within the parameters of the approved project plan, the employee is responsible for planning and organizing the study and conducting all phases of the project. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects are reviewed by the supervisor for effectiveness in achieving intended objectives.

Factor 3: Guidelines

FL 3 - 4 450 Points

The employee must use initiative and resourcefulness in extending or redefining available guidelines because they are often inadequate to deal with unusual cases. The guidelines include general administrative policies and management and organizational theories which require considerable adaptation and or interpretation. The employee develops or redesigns new methods, approaches or criteria to meet the demands of the specific assignment.

Factor 4: Complexity

FL 4 - 5 325 Points

The work consists of projects and studies which require analysis of interrelated issues of effectiveness, efficiency, and/or productivity of substantive mission-oriented programs. Assignments require developing detailed plans, goals, and objectives for the long-range implementation and administration of the program and/or developing criteria for evaluating the effectiveness of the program.

Decisions about how to proceed in planning, organizing, and conducting studies are complicated by conflicting program goals and objectives. Assignments are further complicated by: the need to deal with subjective concepts such as value judgments; the quality and quantity of actions are measurable primarily in predictive terms; and the findings and conclusions are highly subjective and not readily susceptible to verification through replication of study methods or reevaluation of results.

Factor 5. Scope and Effect

FL 5-4 225 Points

The incumbent assesses the productivity, effectiveness and efficiency of program operations and resolves and analyzes problems in support of management programs and objectives. Work involves establishing criteria to measure and/or predict the attainment of program and organizational goals and objectives. It includes developing related administrative guidance, such as those to oversight the allocation and distribution of personnel, supplies, equipment, other resources and promulgating program guidance for application across the organizational entities. The work contributes to the improvement of productivity, effectiveness, and efficiency in program operations and administrative support activities. The work affects the plans, goals and effectiveness of missions and programs at these various echelons.

Factor 6. Personal Contacts

FL 6-3 60 Points

The employee regularly meets with persons representing naval organizations or groups outside of the UNIT, e.g., consultants, other military department analysts, contractors, or business executives. Also, on an ad-hoc basis, the employee has contact with flag/SES leadership and/or program officials several managerial levels above the employee.

Factor 7. Purpose of Contacts

FL 7-3 120 Points

The purpose of these contacts is to influence officials to accept and implement the findings and recommendations on organizational improvements, program effectiveness and administrative support of study conclusions/recommendations. Often the employee will encounter resistance due to organizational conflicts, competing objectives and limited resources. Employee represents naval interests at various meetings involving technical and administrative support issues. May encounter some resistance due to such issues as competing objectives from outside of the organization and resource problems.

Factor 8. Physical Demands

FL 8-1 5 Points

The work is primarily sedentary, although some slight physical effort may be required.

Factor 9. Work Environment

FL 9-1 5 Points

Work is typically performed in an adequately lighted and climate controlled office. May require occasional travel.